



2 INCOME/CATEGORICAL ELIGIBILITY

Effective: 12/1/95

2.1 Certification Requirements

Revised: 04/01/06

Changes in Bold

POLICY: To be eligible to receive WIC benefits in Wisconsin, a person must meet the requirements for categorical eligibility, residence, income eligibility, and have an identified nutrition risk factor. Applicants must provide written proof of income, residence, and identity.

PROCEDURE:

A. CATEGORICAL ELIGIBILITY

Applicants must be determined categorically eligible for WIC benefits. Categories are defined as pregnant women, breastfeeding women up to 12 months postpartum, non-breastfeeding women up to 6 months postpartum, infants up to one year of age, and children up to five years of age. **These are referred to in ROSIE as Participant Types (P, B, N, I, C). Participant type must be documented at the time of application and at the certification appointment.**

1. Verbal declaration of applicant's **participant type** is documented directly into ROSIE. If the applicant was determined ineligible and the information was not entered into ROSIE, then the paper document must be kept for 60 days to satisfy the fair hearing requirements. A Notice of Ineligibility (DPH40085 or DPH40085S) given to participants must be kept **on file** for 3 full fiscal years.
 - a) The proof of identity that includes the date of birth provides the documentation for categorical eligibility for infants and children.
 - b) If a parent or legal guardian requests to change a birth date, see proof of identification. The best sources are a birth certificate or other legal document.
2. Proof of pregnancy is not a condition of eligibility and cannot be a barrier to participation. Local projects may require proof of pregnancy if the woman has access to a pregnancy test at no charge. If proof of pregnancy is requested, a reasonable amount of time (not to exceed 90 days) should be allowed before food instruments (FIs) are withheld. (See Chapter 4. Food Package/Draft Issuance for further information.) If the woman cannot obtain a pregnancy test at no charge, the project may not require that she bring in the results of a pregnancy test.

B. RESIDENCE REQUIREMENT

All applicants must be a resident of Wisconsin but length of residency may not be used as an eligibility requirement. Applicants do not need to be U.S. citizens. (Refer to Policy 10.43 regarding Public Charge for immigrants.)



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1. It is recommended, not required, that applicants/participants receive WIC benefits from the county in which the applicant/participant resides. Seeking services in the county of residence may provide an increased array of other public health services available.
2. Verbal declaration of residence is acceptable at the time of application by telephone and in writing on the WIC Application Brochure (DPH 4158/4158S).
3. Written proof of an applicant's residency is required at each certification appointment and for transfers. Residency entails establishing the **physical address** where an applicant routinely lives or spends the night. A post office box address is not sufficient. Examples of acceptable forms to prove residence include any bill that identifies current residence, such as telephone, electricity, heat, or cable television; an envelope or other mail that was recently received at the stated address; or a statement from the landlord. Not allowed sources: driver's license, checkbook, verbal verification from the Medicaid Program. Personal recognition, (e.g., the WIC or agency staff know where they live), may be used to determine residence at *recertifications*, except in high risk areas. (See Attachment Proof of Identity and Residency Table).

HIGH RISK AREAS: Personal recognition in high risk areas may not be used for and certification appointment.

4. The **physical address must be entered in ROSIE. A mailing address, (e.g., post office box) or shipping address may also be entered. For residents of an abuse shelter or a safehouse whose address cannot be disclosed, enter "shelter-do not disclose". For homeless applicants, enter "homeless".**
5. An applicant such as a victim of theft or loss or disaster, a homeless individual, a migrant, or applicant living with a friend and has no proof of residence in their name, must sign the **Affirmation of Identity, Residency and/or Income form attesting to residency**. FIs may be issued for the entire certification period, except in high-risk areas.

HIGH RISK AREAS: The family Affirmation form may be used only one month at a time. FIs may be issued for only one month at a time and residence must be reassessed after each month of issuance. **In cases when catch-up issuance or late FI issuance apply, these FIs may be issued along with the next full month of FIs.** The Affirmation form must be completed again until proof is provided.

6. Applicants that have proof of residency but fail to bring it to the certification appointment or FI issuance for mid-certification transfers, may be handled in one of the three following ways:



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- a) Option One - Complete the certification screening based on self-declaration of residency, but FIs are not issued until proof of residency is presented.
- b) Option Two - The local agency may, if determined that an applicant meets all other eligibility criteria, screen for residency based on self-declaration, provide one month of FIs and require that appropriate documentation be presented before more FIs are issued. **Make a reminder note in the WIC folder to bring it in at the next pick-up.**

HIGH RISK AREAS: This option may not be used in high-risk service areas and FIs must not be issued.

- (1) **The intention is to provide only one month of FIs at a time. In cases when catch-up issuance or late FI issuance apply, these FIs may be issued along with the next full month of FIs.**
 - (2) If the applicant fails to provide the documentation within one month, the individual shall be determined ineligible. They would not be required to pay back the benefits received for that one month.
 - (3) If the applicant returns with the documentation, the applicant should be certified for the certification period beginning with the month benefits were initially provided.
- c) Option Three - Give the applicant a list of acceptable documentation and make a certification appointment within the timeframes for meeting processing standards; do not certify without residency documentation.
- 7. The document that was viewed to confirm residence or that the **Affirmation of Identity, Residency and/or Income** form (DPH40019 and DPH 40019S) was completed, **or that residency was not provided and is needed for certification** must be noted in ROSIE.
 - 8. When using the **Affirmation** form, **all participants' names of the family and family identification number will appear on the form. If family members have certification appointments on different days, cross off the names of participants not being seen that day and additional forms must be signed. The form must be placed in the youngest family member's paper file who was certified that day, or in the "family file". Another option is to complete the Affirmation for every family member and place it in each file.**
 - 9. If the applicant was determined ineligible and the information was not entered into ROSIE, then the paper documents must be kept for 60 days to satisfy the fair



hearing requirements. A Notice of Ineligibility (DPH40085 or DPH40085S) given to participants must be kept on file for 3 full fiscal years.

C. OTHER RESIDENCES

1. If the applicant resides in a homeless facility, the following criteria must be met to receive WIC benefits:
 - a) the facility does not benefit financially from individuals participating in WIC
 - b) WIC foods are available to WIC participants only
 - c) the facility does not restrict a participant's ability to partake of the education and food benefits of WIC
 - d) documentation of the homeless facility address must be provided
2. Children who spend part of the day in a day care center or individuals residing in facilities such as rooming houses or group homes where the entire day's meals are not provided, would not be considered institutional residents and may qualify to receive benefits, provided the facility meets the criteria listed for homeless facilities.
3. Persons living in institutions, such as hospitals and prisons, that provide them with all daily meals, are not eligible to receive supplemental foods.

D. IDENTITY REQUIREMENTS

Proof of identification of the applicant must be provided and documented in ROSIE at the time of the initial certification and all transfers.

1. Acceptable forms of identification for the applicant, parent, proxy and guardian include: driver's license, birth certificate, military identification, alien card, passport, hospital identification/confirmation of birth or **Matricula Consular Identification Card (issued to Mexican nationals by the Mexican Consulate Networks)**. The intent is to see proof of identification. A photo ID is preferred but is not required. Forms of identification not allowed are the immunization record, the Notice of Decision Letter, a Social Security card, Statewide Web Look Up, copy of a WIC certification form, the FoodShare Quest plastic card, or the blue Forward plastic card for Medicaid and BadgerCare (or verbal/printed date of birth information from the Medicaid Program). **The Wisconsin WIC ID may not be used for identification for in-state transfers. The Verification of Certification (VOC) may not be used for identification for out-of-state transfers, or WIC Overseas Program transfers who receive Participant Profiles Reports.**



2. The WIC ID is used for identification at recertification (except transfers) and FI pick up. Visual or personal recognition may be used to determine identity at recertifications and FI pick up, but not at the initial certification nor in high-risk service areas.
3. Applicants with no proof of identity, such as a victim of theft or loss or disaster, a homeless individual, abuse shelter resident, or a migrant, must sign an Affirmation of Identity, Residency and/or Income attesting to his/her identity. See below for more information about this form. FIs may be issued for the entire certification period, except in high-risk areas. In non-high risk areas, check for identity at the next certification appointment. In high-risk areas, the **Affirmation of Identity, Residency and/or Income form** may be used only one month at a time. FIs may be issued for only one month at a time and identity must be reassessed after each month of issuance. **In cases when catch-up issuance or late FI issuance apply, these FIs may be issued along with the next full month of FIs.** Proof of identity must be reassessed after each month of issuance and the **Affirmation of Identity, Residency and/or Income form** completed again until proof is provided. Flag the WIC Folder or comments section of ROSIE.
4. Applicants (including the parent, guardian or proxy) that have proof of identity but fail to bring it to the certification appointment or FI issuance for mid-certification transfers, may be handled in one of the three following ways:
 - a) Option One - Complete the certification screening based on self-declaration of identity, but FIs are not issued until proof of identity is presented.
 - b) Option Two - The local agency may, if determined that an applicant meets all other eligibility criteria, screen for identity based on self-declaration, provide one month of FIs and require that appropriate documentation be presented before more FIs are issued. Flag the need for this documentation in the WIC folder and/or in the comments section of the participant's file in ROSIE. This option may not be used in high-risk service areas and FIs must not be issued.
 - (1) **The intention is to provide only one month of FIs at a time. In cases when catch-up issuance or late FI issuance apply, these FIs may be issued along with the next full month of FIs.**
 - (2) If the applicant fails to provide the documentation within one month, the individual shall be determined ineligible. They would not be required to pay back the benefits received for that one month.



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- (3) If the applicant returns with the documentation, the applicant should be certified for the certification period beginning with the month FIs were initially provided.
- c) Option Three - Give the applicant a list of acceptable documentation and make a certification appointment within the timeframes for meeting processing standards; do not certify without identity documentation.
- 5. The document that was viewed to confirm identity, or that the **Affirmation of Identity, Residency and/or Income form** was completed must be entered in ROSIE.
- 6. When using the **Affirmation of Identity, Residency and/or Income** form for the family, names of the family certified on that day and the family identification number will be printed on the form in ROSIE. If family members have certification appointments on different days, additional forms must be signed. The form must be placed into the youngest participant's file who was certified that day or in the family file. Another option is to complete the form for every family member and place it in each file.

E. INCOME ELIGIBILITY

All applicants must be determined to be income eligible for WIC services based on household income or meet adjunctive (automatic) eligibility criteria. See Policy 2.3 Income Eligibility.

F. NUTRITIONAL RISK

Applicants who have met the requirements for categorical eligibility, income, and residency must have an identified nutrition risk factor to qualify for WIC benefits. See Chapter 3, Nutrition Services, sections 3.10-3.21 for the policies and procedures to complete the certification process.

ATTACHMENTS

Proof of Identity and Residency Table



Proof of Identity and Residency

Activity	Proof of Identity Includes	Proof of Residency Includes
Initial certification Transfers Foster children	<p>For Infant or Child:</p> <ul style="list-style-type: none"> ✓ Hospital record ✓ Birth certificate <p>For Women and Her Proxies:</p> <ul style="list-style-type: none"> ✓ Photo ID such as drivers license, passport, Matricula Consular ID card ✓ Work or school ID ✓ Birth Certificates <p>For Adult or Child:</p> <ul style="list-style-type: none"> ✓ Passport ✓ Military ID <p>Note: This requirement includes parent, guardian or proxy.</p> <p>Note: VOC or Wisconsin WIC ID does not prove identity.</p>	<ul style="list-style-type: none"> ✓ Current utility bills for the residence reported ✓ Rent or mortgage receipts for lodging/housing ✓ Statement from landlord ✓ State/local document that can only be obtained through proof of current State or local residency (e.g., property assessment) ✓ Mail/envelope received at the stated address <p>Note: A Post Office Box address is not acceptable. Driver's License is not acceptable proof.</p> <p>Note: The parent/guardian's proof of residence applies to the infant/child. The child's name does not have to appear on the bill or statement.</p> <p>Teens may use the mail sent to them from the project, a signed statement from a parent, the parent's proof of residence, or the Affirmation form.</p> <p>Note: If the applicant has no proof of residence with their name, e.g. living with a friend, the friend can sign a statement attesting to their residence or use the Affirmation form</p>
Recertification	<ul style="list-style-type: none"> ✓ Wisconsin WIC ID ✓ Staff recognition (except in high-risk service areas) <p>Note: This requirement includes parent, guardian or proxy listed on the WIC ID. If not listed on the ID, proof of identity must be checked.</p>	<ul style="list-style-type: none"> ✓ Same as above, to verify change of address ✓ Staff know where they live (except in high-risk service areas) <p>Note: VOC or Wisconsin WIC ID does not prove residency.</p>
Transfer at cert appointment or at FI issuance mid-cert. Applies to in-state, out-of-state or WIC Overseas Program transfers.	<p>Same as for Initial Certification</p> <p>Note: VOC or Wisconsin WIC ID does not prove identity; includes parent, guardian or proxy. WIC Overseas Program uses a Participant Profile Report as a VOC.</p>	<p>Same as for Initial Certification</p> <p>Note: VOC or Wisconsin WIC ID does not prove residency. WIC Overseas Program uses a Participant Profile Report as a VOC.</p>